

INFORMATION
TECHNOLOGY
DEPARTMENT GUIDELINE

January 2023

Table of contents:

Overview	2
Details	3

Overview

Here is a general guideline for developers to follow:

1. Understand the project requirements: Before starting any development work, it's important to have a clear understanding of the project's requirements, goals and objectives.
2. Plan and organize your work: Break down the project into smaller tasks and create a detailed plan of action. This will help you stay on track and ensure that everything is completed on time.
3. Follow industry standards and best practices: Make sure to follow industry standards and best practices for coding, testing, and documentation. This will ensure that your work is of high quality and will make it easier for others to maintain and understand your code.
4. Test and debug your code: Test your code thoroughly and debug any errors that you find. This will help you catch and fix any issues before they become problems.
5. Keep your code readable and maintainable: Write clean, well-organized, and commented code. It will be easier to read, understand, and maintain in the future.
6. Collaborate and communicate with your team: Work closely with your team members, especially with the project manager, designers and other developers. Communicate regularly to make sure everyone is on the same page.
7. Continuously improve: Keep learning new technologies and best practices, and make sure to apply them to your work. Continuously evaluate your work and look for ways to improve it.
8. Keep backup and version control: Keep a backup of your code and use version control software such as Git to keep track of changes and collaborate with team members.

By following these guidelines, developers can ensure that their work is of high quality, easy to maintain, and meets project requirements.

Details

Once you enter a project you should have a good understanding of its purpose and requirements. Usually the projects are developed in teams but there are cases where the developer should work alone. In teams the work should be organized as follows:

- based on the requirements of the projects each developer will take a task that corresponds to their skills and abilities
 - if the developer doesn't have all the knowledge needed to perform the task, some time will be given for research and learning before coding. The time needed to learn will be discussed and decided with the Head of the Department.
- once the developer gets the task, the development should start
- the code should be well-written and the standards decided for each language in order to make it easy to understand and follow
- version control system (Git, GitHub) should be continuously used to save and share your work. Each developer will be assigned to the respective project repository in the beginning of their internship and they should use their own branch during development
- test and debug the code during the whole developing process. The code should be continuously improved.
- each developer will report the progress and issues to the Head of the Department
- discuss the features with the other team members and merge them in one main branch

